

DON BOSCO ARTS & SCIENCE COLLEGE
(Affiliated to Kannur University)
ANGADIKADAVU, IRITTY, KANNUR



COURSE PLAN

B.Com Computer Application

SEMESTER - 5

ACADEMIC YEAR 2015 - 16

SL No.	Name of Subjects	Name of the Teacher	Duty Hours per week	
	V Sem B.Com Computer (2013 – 16)			
1.	5B09 COM – Cost Accounting	Roshini P.K	5	
2.	5B10 COM – Modern Banking	Seema K G	5	
3.	5B11 COM – International Business	Sunitha K.S	5	
4.	5B12 COM – Programming in Java	Soniya Jose	5	
5.	5B13 COM – Human Resource Management	Sojimol	3	
6.	5D01 COM – Basic Accounting	Simi Antony	2	

TIME TABLE

Day	9.50am– 10.45am	10.45am– 11.40am	11.55am– 12.50am	1.40am– 2.35am	2.35am – 3.30am
1	5 B 10 COM – Modern Banking	5 B 09 COM – Cost Accounting	5 B 13 COM – Human Resource Management	5 B 11 COM – International Business	5 B 12 COM –Programming in Java
2	5 B 12 COM – Programming in Java	5 B 11 COM – International Business	5 B 09 COM – Cost Accounting	5 B 13 COM – Human Resource Management	5 B 10 COM – Modern Banking
3	5 B 10 COM – Modern Banking	5 B 13 COM – Human Resource Management	5 B 09 COM – Cost Accounting	5 B 12 COM –Programming in Java	5 B 11 COM – International Business
4	5 B 10 COM – Modern Banking	5 B 11 COM – International Business	5 D 01 COM / BBA – Basic Accounting	5 B 12 COM –Programming in Java	5 B 09 COM – Cost Accounting
5	5 B 09 COM – Cost Accounting	5 B 11 COM – International Business	5 D 01 COM / BBA – Basic Accounting	5 B 10 COM – Modern Banking	5 B 12 COM –Programming in Java

5B09COM (Core-IX): COST ACCOUNTING

No. of Credits -4

No. of Contact hours -90

Objectives:

To acquaint the students with the basic concepts used in Cost Accounting and the Various methods involved in Cost Accounting system.

Module I

Introduction to Cost Accounting – concepts, objectives and uses Financial Accounting and Cost Accounting – Elements of cost and cost classification – cost centre and cost unit preparation of cost sheet.

[15 Hours]

Module I

Materials: Concepts, control of purchase and purchase procedure – Storage and issue of materials – methods of material issue pricing (FIFO, LIFO, Simple and weighted averages), stock levels, E.O.Q, ABC Analysis, VED Analysis.

[15 Hours]

Module III

Labour: - Concepts - Time keeping. Time booking- Wage system -Time rate, Piece rate, Taylor's differential piece rate system - Incentive system of wage payment -Halsey and Rowan Plan - Treatment of idle time - overtime – Labour turnover.

[10 Hours]

Module IV

Over heads: - Concepts classification, Allocation and apportionment -Direct, Step ladder and race portal Methods - Absorption of overheads -Labour hour rate method and machine hour rate method and machine hour rate method- Under and over absorption of over heads.

[24 Hours]

Module V

Methods of Costing: - Job costing batch costing- Contract costing - Process costing Including process losses, abnormal loss and gain - Joint products and by products [Theory only] Service [transport] costing

[36 Hours]

References

1. Cost Accounting principles and Practice: Iyengar . S.P
2. Cost Accounting: S.P.Jain & K.L. Narang
3. Management Accounting: Dr. S.P.Gupta
4. Management Accounting: R.K.Sharma & S.K.Gupta
5. Cost Accounting: Jawahar Lal.
6. Cost Accounting: Dr. A.D. Agarwal
7. Practical Cost Accounting: Dr. A.D. Agarwal

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	1	Introduction to cost accounting, concepts, objectives
		2	Financial accounting and cost accounting
		3	Elements of cost classification
		4	Cost classification
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	5	Cost centre and cost unit, preparation of cost sheet
		6	preparation of cost sheet - problem
		7	preparation of cost sheet - problem
4	22-06-2015 To 26-06-2015	8	Treatment of stock -schedule
		9	Treatment of stock- problem
		10	Treatment of stock- problem
		11	Computation of Tender price on the basis of percentage
		12	Computation of Tender price on the basis of percentage
5	29-06-2015 To 03-07-2015	13	Problem- Computation of Tender price
		14	Problem- Computation of Tender price
		15	Class test
		16	Materials –Inventory control
		17	Concepts and control of purchase and purchase procedure
6	06-07-2015 To 10-07-2015	18	Storage and issues of materials
		19	Methods of materials issue pricing- LIFO
		20	FIFO
		21	Simple and weighted average
		22	Stock levels -EOQ
7	13-07-2015 To 17-07-2015	23	Labour-concepts - classification
		24	Time keeping – objective an methods
		25	Wage system - Time rate and piece rate
		26	Taylor’s differential piece rate system
8	20-07-2015 To 24-07-2015	27	Problem solving
		28	Problem solving
		29	Incentives system of wages payment -
		30	Halsey and Rowan plan - problems
		31	Treatment of idle time
9	27-07-2015 To 31-07-2015	32	Over time labour turnover
		33	Overheads- concepts –classification
		34	Allocation and apportionment –Direct, step ladder
		35	Race portal methods – Absorption of over heads
		36	Labour hour rate method and machine hour rate method
10	03-08-2015 To 07-08-2015	37	Under and over absorption of overheads
		38	Problem solving
		39	Problem solving
		40	Problem solving

No of Weeks	Dates	Session	Topic
		41	Methods of costing- job costing
11	10-08-2015 To 14-08-2015	42	EBQ – problem solving
		43	Problem solving
			First internal for UG/PG
			First internal for UG/PG
			Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015		First internal for UG/PG
			First internal for UG/PG
			First internal for UG/PG
			First internal for UG/PG
			Onam Celebration
13	24-08-2015 To 28-08-2015		Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
14	31-08-2015 To 04-09-2015	44	Contract costing -contract accounts
		45	Treatment of plant and machinery in contract accounts
		46	Problem solving
		47	Problem solving
15	07-09-2015 To 11-09-201	48	Process costing –principles,advantages,disadvantage
		49	Preparation of process accounts
		50	Process losses – problem solving
		51	Problem solving
		52	Operating cost features and application
16	14-09-2015 To 18-09-2015	53	Problem solving
		54	Problem solving
		55	Transport costing
17	21-09-2015 To 25-09-2015	56	Problem solving
		56	Problem solving
		57	Preparation of operating cost sheet
18	28-09-2015 To 02-10-2015	58	Problem solving
		59	Calculation of depreciation per kilometre
		60	Methods of computing compound cost units
19	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
20	12-10-2015 To 16-10-2015	61	Problem solving
		62	Problem solving
		63	Problem solving
		64	Previous year question paper discussion
		65	Previous year question paper discussion
21	19-10-2015 To	66	Previous year question paper discussion
		67	Previous year question paper discussion

No of Weeks	Dates	Session	Topic
	23-10-2015	68	Revision
22	26-10-2015 To 30-10-2015	69	Revision
		70	Revision
			Study Leave
			Study Leave
			Study Leave
			Study Leave
23	02-11-2015 To 06-11-2015		Study Leave
			Study Leave
		04 - Nov	V Sem UG University Exam Begins

5B10COM (Core-X): MODERN BANKING

No of Credits: 4

No of contact hours: 90

Objectives: -

- To provide to the students an understanding of the fundamentals of banking.
- To give a basic knowledge of modern banking practices to the students.
- To make the students more familiar with the modern technologies of banking sector.

Module - I

Structure of Indian Banking System – Banks and economic development – Commercial banks-functions– Balance sheet of a commercial bank – Safety, Liquidity, Profitability, Diversification of risks-Conflict between liquidity and profitability-Multiple Credit Creation: Process and Limitations

[20 Hours]

Module - II

Reserve Bank of India - constitution – Functions – Promotional and Regulatory-Methods of credit control-Quantitative and Qualitative methods.

[15 Hours]

Module – III

Banker and customer – General and special relationship – Banker’s lien – secrecy of Customers accounts – Banker as a borrower- Bank deposits – opening of an account special types of customers - minor, lunatic, drunkard, married women, partnership firms, joint stock companies - closing of account.

[20 Hours]

Module – IV

Loans and advances – Principles of sound lending – forms of advance – cash credit – Overdraft – modes of creating charge- lien, pledge, hypothecation, Mortgage-Reverse Mortgage – Types of Securities – Fixed deposit receipt – Stock of goods - stock exchange securities- – Life insurance policies.

[20 Hours]

Module – V

Technology in Banking: Need and importance –Virtual banking-ATM, Credit card, Debit card, Tele Banking- internet banking, SWIFT (Society for Worldwide Inter- bank Financial Telecommunication), Concept of Core Banking – Universal banking-

[15 Hours]

References: -

1. Banking Theory and Practice - K.C Shekar
2. A Text book of banking - M. Radhaswamy & S.V. Vasudevan
3. Banking: Law and Practice - P.N. Varshny
4. Money, Banking & International Trade - T.N. Hajela,
5. Banking: Law and practice in India - Maheshwari
6. Banking and financial system - Vasant Desai
7. Banking Theory and Practice - T.N Chhabra & Piyush K Taneja

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1		1	Meaning & Definition of banking
		2	Evolution of banking
		3	Structure of banking System in India
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	4	Organised & unorganised sectors
		5	RBI & apex banks
		6	Banking institutions
4	22-06-2015 To 26-06-2015	7	Banks and economic development
		8	Commercial banks
		9	Functions
		10	Balance sheet of banks-assets
		11	Liabilities
		12	Development banks
5	29-06-2015 To 03-07-2015	13	Investment policies of banks-features, factors.
		14	Safety, liquidity, profitability.
		15	Conflicts between liquidity and profitability
		16	Conflicts between liquidity and profitability
		17	Credit creation, multiple credit creation, process.
		18	Credit creation-limitations
6	06-07-2015 To 10-07-2015	19	Seminar- recent trends in banking sector.
		20	Seminar-development banks.
		21	Module revision, discussion important questions.
		22	Introduction- RBI
		23	Management of RBI
		24	Constitution of RBI
7	13-07-2015 To 17-07-2015	25	Functions of RBI
		26	Functions of RBI continued
		27	Functions of RBI continued
8	20-07-2015 To 24-07-2015	28	Open market operations
		29	Non monetary functions
		30	Promotional and regulatory functions
		31	Module revision, discussion important questions.
		32	Banker and customer- introduction, meaning, definition.
		33	Relationship between banker and customer.
9	27-07-2015 To 31-07-2015	34	Opening and operation of accounts, bankers lien
		35	Special types of customers
		36	Special types of customers continued.
		37	Remittances
		38	Closing of accounts
10	03-08-2015 To	39	Module revision, discussion important questions
		40	Class test

No of Weeks	Dates	Session	Topic
	07-08-2015	41	Discussion-loans and advances
		42	Principles of sound lending
		43	Secured and un secured loans
11	10-08-2015 To 14-08-2015	44	Forms of advances
		45	Forms of advances continued
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
		14 - Aug	Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
14	31-08-2015 To 04-09-2015	46	Answer paper distribution
		47	Differences
		48	Qualities of a good banking security
		49	Methods of creating charge on securities
15	07-09-2015 To 11-09-2015	50	Methods of creating charge on securities continued.
		51	Precautions to be taken by a banker.
		52	Gilt edged securities
		53	Advances against F D
		54	Stock of goods
		55	Stock exchange securities
16	14-09-2015 To 18-09-2015	56	LIC
		57	Summing up completed portions of module IV
		58	Discussion-technology in banking
		59	Technology in banking-need and importance.
		60	Virtual banking, advantages, disadvantages
18	28-09-2015 To 02-10-2015	61	Evolution of high tech banking in India, ATM functions, discussion.
		62	Debit and credit cards.
		63	Telephone banking, internet banking, advantages, disadvantages.
19	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
20	12-10-2015 To 16-10-2015	64	Swift, concept of core banking
		65	Universal banking, concept, definition.
		66	Universal banking in india.

No of Weeks	Dates	Session	Topic
		67	Seminar-modern banking techniques.
		68	Seminar-universal banking in india
		69	Seminar- threats of virtual banking
21	19-10-2015 To 23-10-2015	70	Module revision, discussion important questions
		71	Solving previous years question papers- university examinations
		72	Revision
22	26-10-2015 To 30-10-2015		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
23	02-11-2015 To 06-11-2015		Study Leave
			Study Leave
		04 - Nov	V Sem UG University Exam Begins

5B11COM: INTERNATIONAL BUSINESS

No of Credits: 4

No of contact hours: 90

Objectives: *This course is intended to give the students an exposure to the basic concepts of international business and to the dynamics of conducting international business operations.*

Module I

International Trade: Meaning-Globalising business – features-significance- benefits, problems and Limitations- Forms and stages of Globalisation.

[10 Hours]

Module II

Regulatory Frame Work: International trade agreement-Bilateral & Multilateral- WTO – Role- Tariff and Non-Tariff barriers – Trade in Services – Trade Blocks – EU – SAFTA.National Scenario – Role of RBI – FEMA – Govt. role – FIPB – FDI – EXIM Policy – Export Promotion Schemes – Duty exemption - EPCG – DEPB – EPZ – EOU – SEZ – ECGC – EXIM Bank.

[25Hours]

Module III

Documentation in International Trade: Export Trade Documents: Financial Documents – Types – Commercial Documents – Proforma, Commercial consular, Customs, Legalized Invoice, Certification of Origin, Packing List, Weight Certificates, Certificates of Analysis and Quality, Certification of Inspection, Health Certificate. Transport Documents – Bill of Lading, Risk Covering documents, Insurance policy, Insurance Cover Note. Official Documents: Export Declaration Forms GR Forms, PP Form, COD Form, Soft Forms, Export Certification, Certification of Origin, GSPS – UPCDC Norms.

[20Hours]

Module IV

International Finance: Forex Market – Exchange Rate- Spot rate- Forward rate- Gross rate – Bid ask - Spread – International Parity Relationship – IRP – PPP – Forward rate and Future spot rate parity – IFR. Financing International Operations – EC Bs – FCC Bs – ADR – GDR.

[20 Hours]

Module V

Forex Risk Management: Forex Risk- Meaning – Sources – Internal and External strategies – Hedging – Derivatives – Forwards – Futures – Options – Put – Call – Marketing to Market.

[15 Hours]

Reference:

1. International Business :Aswathappa
2. International Business : Francis Cherunilam
3. International Financial Management :Apte. T.G
4. International Business : Charles Hill
5. International Business : J.V. Prabhakara Rao and A.VRanganadhachary
6. International Marketing : Larceny & Bhattacharya.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	1	Module I: Introduction to international business
		2	Introduction to international business
		3	History of International trade
		4	Domestic v/s international business
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	5	Stages of international business
		6	Reason for the growth of international business
		7	Orientation to M.Com and B.Com
		8	Orientation to M.Com and B.Com
		9	Modes of entering international business
4	22-06-2015 To 26-06-2015	10	Debate on Globalisation advantageous and disadvantageous
		11	Elements of globalisation
		12	Measures taken by the Indian govt. To globalise the economy
		13	Seminar on international trade theories
		14	Module II: International Business regulation
		15	Establishment of GAAT and Transformation to WTO
5	29-06-2015 To 03-07-2015	16	Principles and key decision areas of WTO
		17	Structure and Dispute Settlement Mechanism
		18	International trade barriers
		19	Non tariff barriers
		20	CLASS TEST FOR MODULE I
6	06-07-2015 To 10-07-2015	21	Trading Blocks
		22	Trading blocks
		23	Trading blocks
		24	Regulation on National scenario
		25	RBI
		26	FEMA
7	13-07-2015 To 17-07-2015	27	FERA
		28	Foreign investment promotion board
		29	FERA
		30	FDI
8	20-07-2015 To 24-07-2015	31	FDI
		32	FDI
		33	EXIM POLICY

No of Weeks	Dates	Session	Topic
		34	EXPORT PROMOTION SCHEMS
		35	Export Promotion schemes
		36	Export processing zone
9	27-07-2015 To 31-07-2015	37	EOU, SEZ
		38	SEZ
		39	ECGC
		40	Debate on Arguments against and for the india's membership of WTO
		41	CLASS TEST
10	03-08-2015 To 07-08-2015	42	MODULE III: INTERNATIONAL FINANCIAL MANAGEMENT
		43	Importance of international financial management
		44	Foreign exchange markets
		45	Foreign exchange markets
		46	Foreign exchange markets
11	10-08-2015 To 14-08-2015	47	Functions, importance of foreign exchange markets
		48	Exchange rate determination
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
		14 - Aug	Karkkida Vavu -Holiday
12	17-08-2015 To 21-08-2015	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
14	31-08-2015 To 04-09-2015	49	Spot And Forward market
		50	Spot And Forward market
		51	Thoeries of exchange rate
		52	Theories of exchange rate
15	07-09-2015 To 11-09-2015	53	Theories of exchange rate
		54	Theories of exchange rate
		55	Theories of exchange rate
		56	International sources for capital
		57	International sources for capital
		58	Foreign exchange control: role of RBI
16	14-09-2015 To 18-09-2015	59	Module IV: International exchange risk
		60	Types of risk
		61	Risk\exposure
		62	Class test

No of Weeks	Dates	Session	Topic
		63	Foreign exchange market function
18	28-09-2015 To 02-10-2015	64	Interest Arbitrage
		65	Techniques for managing risk
		66	Techniques for managing risk
19	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
20	12-10-2015 To 16-10-2015	67	Derivatives
		68	Derivatives
		69	Debate - topic: Derivatives are the financial products for managing risk
		70	Module V: Documentation on international trade
		71	Financial Documents
		72	Commercial Documents
21	19-10-2015 To 23-10-2015	73	Transport documents
		74	Official documents
		75	Question paper discussion
22	26-10-2015 To 30-10-2015		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
23	02-11-2015 To 06-11-2015		Study Leave
			Study Leave
		04 - Nov	V Sem UG University Exam begins

5B12COM: PROGRAMMING IN JAVA

No of Credits: 4

No of contact hours: 5

Objectives:

1. To acquire knowledge about programming in Java.
2. To develop skill in writing program in Java.

SYLLABUS

Module – I

Introduction to object oriented programming – characteristics of OOP – data abstraction – encapsulation – polymorphism – inheritance – advantages of OOP – application of OOP.

Module – II

Introduction to Java – features – elements of java language – execution of java program – JVM – java tokens – java character set – data types – keywords – identifiers – literals – operators – expressions – constants – variable and data types.

Module – III

Decision making, branching and looping – decision making with if statement – simple if – if else – nesting of if statement – else if ladder – switch statement – while statement – do while statement – for loop – break – continue.

Module – IV

Arrays – declaration – definition – initialization - one dimensional – two dimensional arrays – methods – creating methods.

Module – V

Class fundamentals – classes and objects – defining a class – public class – private class – final class – creating objects – access modifiers – private – public protected access – constructors - parameterised constructors – passing argument to methods – passing object to methods – overloading methods.

References:

1. The complete reference : Hirbert Schildt
2. Programming with java : E balagurusamy

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	1	Introduction to object oriented programming
		2	Characteristics of oop
		3	Classes and objects
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	4	Data abstraction and encapsulation
		5	Polymorphism and inheritance
4	22-06-2015 To 26-06-2015	6	Advantages of OOP
		7	Applications of OOP
		8	Revision
		9	Introduction to Java, Java features.
		10	Compiled and interpreted, platform independent and portable
5	29-06-2015 To 03-07-2015	11	Object oriented, robust and secure, distributed, simple
		12	Multithreaded and interactive, high performance, dynamic
		13	Elements of java language, Execution of java program
		14	Java program structure
6	06-07-2015 To 10-07-2015	15	Lab
		16	Lab
		17	JVM
		18	Java tokens- Java character set ,data types ,identifiers ,literals
		19	Lab
		20	Operators ,expressions ,constants ,variable
7	13-07-2015 To 17-07-2015	21	lab
		22	Lab
8	20-07-2015 To 24-07-2015	23	Decision making, branching and looping, decision making with if statement
		24	Simple if, if else
		25	Nesting of if statement, else if ladder
		26	Lab
		27	Lab

No of Weeks	Dates	Session	Topic
9	27-07-2015 To 31-07-2015	28	Switch statement, while statement
		29	Do while, for statement
		30	Break, continue statement
		31	Lab
		32	Lab
10	03-08-2015 To 07-08-2015	33	Revision
		34	Arrays
		35	Lab
		36	Declaration, definition, initialization
		37	Lab
11	10-08-2015 To 14-08-2015	38	Lab
		39	Lab
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
		14 - Aug	Karkkida Vavu –Holiday
12	17-08-2015 To 21-08-2015	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Holiday
			Holiday
			Holiday
			Holiday
			Holiday
14	31-08-2015 To 04-09-2015	40	One dimensional array
		41	Two dimensional array
		42	Lab
		43	Lab
15	07-09-2015 To 11-09-2015	44	Methods ,creating methods
		45	Lab
		46	Lab
		47	Lab
		48	Revision
16	14-09-2015 To 18-09-2015	49	Class fundamentals
		50	Lab
		51	Classes and objects
		52	Defining a class
		53	Public class
18	28-09-2015 To 02-10-2015	54	Private class
19	05-10-2015 To	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG

No of Weeks	Dates	Session	Topic
	09-10-2015	07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
20	12-10-2015 To 16-10-2015	55	Final class
		56	Access modifiers
		57	Private, public protected access
		58	Constructors
		59	Passing argument to methods
21	19-10-2015 To 23-10-2015	60	Passing object to methods
		61	Overloading methods
		62	Revision
22	26-10-2015 To 30-10-2015	63	Previous year question paper discussion
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
23	02-11-2015 To 06-11-2015		Study Leave
			Study Leave
		04 - Nov	V Sem UG University Exam begins

5B13COM (Core-XIII): HUMAN RESOURCE MANAGEMENT

No.of Credits: 2

No.of Contact hours -54

Objective:

The objective of this course is to familiarize the students with the basic principles of Human Resource Management (HRM).

Module I

Introduction to Human Resource Management (HRM) – Meaning - functions – Difference between personal management and HRM – nature and scope of HRM – Role of HR manager – HR planning.

[8 Hours]

Module II

Recruitment – selection - induction – placement – job analysis – job specification – job description – job evaluation – Wages and salary – administration incentives – compensation – kinds of incentive plans.

[13 Hours]

Module III

Performance Management - methods and objectives of performance appraisal – merits and demerits of performance appraisal methods

[10 Hours]

Module IV

HR development – meaning and scope of HRD – Training - meaning and scope – types of training – significance of training.

[13Hours]

Module V

Human Resource problems – Employee discipline- Absenteeism – Turnover stocks – Lockouts - Lay off - Retrenchment – Trade Unions – meaning – functions -problems of trade Union – Grievance Redressal.

[10 Hours]

Reference:

1. Human Resource Management : Dr. K. Aswathappa
2. Human Resource Management : L.M.Prasad
3. Human Resource Management : Subba Rao
4. Personnel Management : Edwin B. Flippo

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2015 To 05-06-2015	1	Introduction to Human Resource Management – Introduction and Meaning
		2	Functions of HRM
		3	Difference between Personal Management and HRM
2	08-06-2015 To 12-06-2015		Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
			Spoken English Course
3	15-06-2015 To 19-06-2015	4	Nature and Scope of HRM
		5	Importance of HRM
		6	Functions of HRM
4	22-06-2015 To 26-06-2015	7	Role of HR Manager
		8	HR Planning
		9	Revision/Test Paper
5	29-06-2015 To 03-07-2015	10	Recruitment - Introduction and Meaning
		11	Selection - Introduction and Meaning
		12	Induction - Introduction and Meaning
6	06-07-2015 To 10-07-2015	13	Placement - Introduction and Meaning
		14	Job Analysis – Job Specification
		15	Job Description – Job Evaluation
7	13-07-2015 To 17-07-2015	16	Wages and Salary Administration
		17	Wage Payment Systems
		18	Time & Piece Rate - Incentives
8	20-07-2015 To 24-07-2015	19	Difference between Time Rate and Piece Rate
		20	Kinds of Incentive Plans
		21	Halsey Plan, Rowan Plan
9	27-07-2015 To 31-07-2015	22	Revision/Test Paper
		23	Performance Management - Introduction and Meaning
		24	Performance Management Process / Objectives of Performance Appraisal
10	03-08-2015 To 07-08-2015	25	Performance Appraisal Methods
		26	Features of Performance Appraisal
		27	Process of Performance Appraisal
11	10-08-2015 To 14-08-2015	28	Need and Importance of Performance Appraisal
		29	Types of Appraisal
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
12	17-08-2015 To	17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG

No of Weeks	Dates	Session	Topic
	21-08-2015	19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
		21 - Aug	Onam Celebration
13	24-08-2015 To 28-08-2015		Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
14	31-08-2015 To 04-09-2015	30	Essential Requirements of an Effective Performance Appraisal
		31	Revision/Test Paper
		32	HR development - Introduction and Meaning
15	07-09-2015 To 11-09-2015	33	Objectives of HRD System / Need and Significance of HRD
		34	Scope of HRD
		35	New HRD Strategies
16	14-09-2015 To 18-09-2015	36	Training - Introduction and Meaning
		37	Scope of Training
		38	Types and Methods of Training / Importance of Training in HRD
17	21-09-2015 To 25-09-2015	39	The Training Process
		40	Significance and Advantages of Training / Disadvantages of Different Methods of Training
		41	Revision/Test Paper
18	28-09-2015 To 02-10-2015	42	Human Resource problems - Introduction and Meaning
		43	Employee Discipline
		44	Absenteeism
19	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
20	12-10-2015 To 16-10-2015	45	Turnover Stocks
		46	Lockouts / Lay off
		47	Retrenchment / Trade Unions – Meaning, Functions - Problems of Trade Union
21	19-10-2015 To 23-10-2015	48	Grievance Redressal – Meaning
		49	Previous year question paper discussion
		50	Revision/Test Paper
22	26-10-2015 To 30-10-2015		Study Leave
			Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
23	02-11-2015		Study Leave
	To		Study Leave
	06-11-2015	04 - Nov	V Sem UG University Exam Begins

5D01COM (Open Course-1): BASIC ACCOUNTING

No. of Credits: 2

No. of Contact Hours: 36

Objectives:

To enable the students to acquire knowledge of accounting principles and practice

Module- I

Introduction: Basic Accounting concepts - Kinds of Accounts – Double Entry Book Keeping – Rules of Debit and Credit.

[6Hours]

Module- II

Recording of Transactions: Preparation of Journal and Ledger Accounts - Simple problems.

[8 Hours]

Module- III

Subsidiary books - cash book – types of cash book – problems (single column and two columns only) - purchase book - sales book - sales return - purchase return books – Journal proper

[6 Hours]

Module - IV

Trial balance – Meaning and purpose - Preparation of trial balance.

[6 Hours]

Module -V

Financial Statements –Trading and Profit & Loss Account – Balance sheet – Simple Problems.

[10Hours]

(Theory and problems may be in the ratio of 30% and 70% respectively)

Reference Books:

1. Grewal, T.S: Double Entry Book Keeping
2. Jain and Narang: Advanced Accountancy
3. Shukla and Grewal: Advanced Accountancy
4. Gupta and Radhaswamy: Advanced Accountancy
5. Gupta R.L: Advanced Accountancy

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	22-06-2015 To 26-06-2015	1	Introduction of Accounting
		2	Basic accounting concept
2	29-06-2015 To 03-07-2015	3	Business transaction , identification of cash\credit transaction
		4	Double entry book keeping
3	06-07-2015 To 10-07-2015	5	Kinds of Accounts
		6	Rules of debit & Credit-Problems
4	13-07-2015 To 17-07-2015	7	Preparation of journal- simple problems
		8	Preparation of journal- simple problems
5	20-07-2015 To 24-07-2015	9	Preparation of journal- simple problems
		10	Preparation of journal- simple problems
6	27-07-2015 To 31-07-2015	11	Preparation of ledger- simple problems
		12	Preparation of ledger- simple problems
7	03-08-2015 To 07-08-2015	13	Preparation of ledger- simple problems
		14	Preparation of ledger- simple problems
8	10-08-2015 To 14-08-2015	15	Cash book, types of cash book
		16	Cash book –simple problems
		12 - Aug	First internal for UG/PG
		13 - Aug	First internal for UG/PG
9	17-08-2015 To 21-08-2015	14 - Aug	Karkkida Vavu -Holiday
		17 - Aug	First internal for UG/PG
		18 - Aug	First internal for UG/PG
		19 - Aug	First internal for UG/PG
		20 - Aug	First internal for UG/PG
10	24-08-2015 To 28-08-2015	21 - Aug	Onam Celebration
			Onam Vacation
			Onam Vacation
			Onam Vacation
			Onam Vacation
11	31-08-2015 To 04-09-2015	17	Purchase book- simple problems
		18	Sales book-simple problems
12	07-09-2015 To 11-09-2015	19	Journal proper simple problems
		20	Journal proper simple problems
13	14-09-2015 To	21	Trial balance meaning and purpose
		22	Trial balance simple problems

No of Weeks	Dates	Session	Topic
	18-09-2015		
14	21-09-2015 To 25-09-2015	23	Trial balance simple problems
		24	Trading And profit & loss account simple problems
15	28-09-2015 To 02-10-2015	25	Trading And profit & loss account simple problems
		26	Trading And profit & loss account simple problems
16	05-10-2015 To 09-10-2015	05 - Oct	Second internal for UG/PG
		06 - Oct	Second internal for UG/PG
		07 - Oct	Second internal for UG/PG
		08 - Oct	Second internal for UG/PG
		09 - Oct	Second internal for UG/PG
		10 - Oct	Second internal for UG/PG
17	12-10-2015 To 16-10-2015	27	Trading And profit & loss account simple problems
		28	Balance sheet preparation
18	19-10-2015 To 23-10-2015	29	Balance sheet simple problem
		30	Balance sheet simple problem
19	26-10-2015 To 30-10-2015	31	Previous year question paper discussion
		32	Study Leave
20	02-11-2015 To 06-11-2015		Study Leave
			Study Leave
		04 - Nov	V Sem UG University Exam Begins